

DEPARTMENT OF HISTORIC RESOURCES

Located in Richmond, Virginia

Position Vacancy, #00045

ROLE: Historian/Archaeologist & Preservationist III, Pay Band 5

WORKING TITLE: Architectural Historian

**SALARY: \$39,384 – 47,163 plus benefits, depending on experience
(Career potential to \$80,829)**

Responsibilities: The Department of Historic Resources is actively recruiting for an Architectural Historian to encourage, stimulate and support good stewardship of Virginia's heritage by developing, implementing, and monitoring a comprehensive historic preservation program (with emphasis on architectural history) for the Capital Region Office's service area. Provide information and technical assistance to local governments, historic property owners and preservation /heritage groups related to the proper management of cultural resources; assists in the development of field preservation goals and priorities; assists local governments and groups in developing and implementing cultural resource-based comprehensive plans and sound local preservation programs. Responsibilities will include promoting, controlling and monitoring local survey projects funded by the agency, ensuring timely completion and compliance with agency standards and guidelines. Promotes the register program and works with local communities and historic property owners to expand register listings in the service area. Reviews architectural history PIFs and nomination reports; ensures that nomination proposals meet agency standards for quality. Responsible for providing technical assistance and guidance on evaluation and registration to historic property owners, local governments, consultants, agency evaluation team and Boards through written comments, site visits, workshops and public meetings. Responsible for providing technical assistance to the recipients of rehabilitation/restoration funds from the General Assembly and agency staff and local government/general public for tax credit, easement, and project review programs. Establishes and maintains an ongoing outreach and training program for regional service area, providing technical assistance and training to local governments, private preservation and heritage groups, and general public.

Qualifications: Graduation from an accredited college or university with a major course work in historic preservation, environmental law, history, archaeology, architectural history, anthropology, architecture, landscape architecture, preservation planning, or a related historic preservation discipline. Graduate degree in one of the listed disciplines highly desirable. Architectural Historian *Secretary Of the Interior's Professional Qualifications Standards* preferred. Knowledge of Virginia architectural history, vernacular architecture, field methods and techniques, and historic preservation programs. Knowledge of the federal and state historic preservation programs and the Secretary of the Interior's *Standards for Historic Preservation*. Working knowledge of and ability to conduct architectural surveys and register nominations, including completion of background archival studies, analysis of data, and preparation of summary reports. Demonstrated experience in managing a comprehensive local/regional/statewide program in historic preservation and working with local governments preferred. . Ability to manage a diverse work load; plan, schedule, coordinate, assess and evaluate program functions; provide technical advice and training; and to communicate effectively both orally and in writing and make presentations to various groups. Proficient in utilizing Microsoft Office computer programs and applications.

Submission of Application Requirements: Please submit a Commonwealth of Virginia Application For Employment form to: Department of Historic Resources, Attention: Phyllis Blair, 10 Courthouse Avenue, Petersburg, Virginia 23803 by 5:00 p.m. on **February 23, 2007** or fax (804) 862-6196 or by e-mail to phyllis.blair@dhr.virginia.gov . If you are an individual with a disability and would like to request an accommodation, please send a written request to the aforementioned address or call (804) 862-6193 or (804) 367-2386, TDD, for assistance.

EOE M/F/M AND INDIVIDUALS WITH A DISABILITY ARE ENCOURAGED TO APPLY